

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF PUBLIC SCHOOL CONSTRUCTION**501 J STREET, SUITE 400
SACRAMENTO, CA 95814<http://www.dgs.ca.gov/opsc>

January 24, 1997

TO: ALL SCHOOL DISTRICT REPRESENTATIVES**SUBJECT: ROUTINE RESTRICTED MAINTENANCE ACCOUNT**

Education Code Section 17014 (Formerly 17714), which became effective January 1, 1987, requires school districts participating in the State School Building Lease-Purchase (SSBL-P) Program to make necessary repairs, renewals and replacements to ensure that facilities financed with State School Building fund are kept in good repair, working order and condition at all times.

To ensure compliance and encourage applicants to maintain all buildings under their control, the State Allocation Board shall require applicants to do the following:

- (1) Establish a restricted account to be known as the Routine Restricted Maintenance Account within the district's general fund for exclusive purpose of providing funds for regular maintenance and routine repair of school buildings.
- (2) **Earmark** in the account **each fiscal year**, a minimum equal to or greater than two percent of the districts general fund budget for the fiscal year.

With the exception of County Superintendents of Schools, these requirements are applicable to the following districts:

- (1) High School districts with ADA greater than 300.
- (2) Elementary school districts with ADA greater than 900.
- (3) Unified school districts with ADA greater than 1,200.

Approval of a project or projects under the SSBL-P Program after December 31, 1986, establishes the requirement for a district to maintain a Routine Restricted Maintenance Account. In order to verify compliance with Education Code Section 17014 (Formerly 17714), school districts are to annually certify that such an account has been established, and is being operated in accordance with the requirements noted above. For your convenience, a Form **SAB 270** is enclosed for each district to make the required certification. The certification should be submitted to this Office no later than **October 31** each year. The deadline for the submission of the 1996/97 certification has been extended to **February 28, 1997**. Since this certification is required each year, please make a copy of the Form SAB 270, so it may be used for certification in future years. This Form may also be found on the Internet at <http://www.dgs.ca.gov/opsc/forms.htm>.

Should you have any questions concerning the above, please call or write to Barbara Buss at (916) 327-1431, or bbuss@smtp.dgs.ca.gov, or Bryan Breaks at (916) 445-3156, or bbreaks@smtp.dgs.ca.gov.

Sincerely,

TED W. DUTTON
Executive Officer
Office of Public School Construction

TWD:BB:BGB:cp

Enclosure